

**Kingstream Community Council**  
**Minutes of the 20 Annual Meeting**  
**Held at the Hiddenbrook Clubhouse on April 16, 2015**

<b>Attendance</b>	
<b>Board Members</b>	<b>Present</b>
Tim Fouche, President	No
Frank Shaffer, Vice President	Yes
Jim Talbert, Secretary	Yes
Morna Ikeda, Treasurer	Yes
Tyrone Yee, Activities Committee	Yes
Jeff Albanus, ARC Committee	No
Jared Spigner, Landscape Committee	Yes
Tony DeMattia, Pool Committee	Yes
Kate Keifer, Communication and Welcoming Committees	Yes
Lisa Cornaire, Management	Yes

**A. Call to Order**

The meeting was called to order at 7:09 p.m.

**B. Establish Quorum**

The proxy votes submitted and homeowners present met the requirement for a quorum.

**C. Roll Call**

Secretary Jim Talbert called the roll to verify that the homeowners who registered were present.

**D. Report of Officers**

All were welcomed by Vice President, Frank Shaffer, who provided an overview of the agenda.

There were two representatives of the Fairfax County Police Department present to address the attendees on various community safety issues. In order to enable them to return to other duties as soon as possible, they were invited to make their presentation first. They provided several websites where homeowners can access police department information (Attachment 1).

Highlights of their report included:

1. The recent homicide along the trail in Hiddenbrook was the result of a “MS13” gang related dispute. Both victim and suspects were gang members. Suspects are in custody.
2. Police have increased patrols in Kingstream around the basketball court and crime seems to be decreasing there.
3. Police may also be patrolling the community on bicycles.
4. They urged us not to hesitate calling 911 to report anything suspicious. Also to be a “good witness” by including as much detailed information as possible on suspicious

persons, vehicles and the situation observed. This includes speeding motorists and persons creating traffic hazards by riding skateboards in the streets.

5. Regarding garage thefts, they advised to keep garage bay doors and all other doors closed and locked when not in use. Also keep vehicles locked when parked outside.

Returning to the agenda, Vice President, Frank Shaffer gave a presentation describing the Board's actions during the previous year and their goals for the next. The report's main topics are listed below. The handout is included as Attachment 2.

- Community Safety and Appearance
- Communications and Activities
- Recreational and Common Areas
- Financial
- Reserve Spending
- Dues Increase Plan
- Amendment to Declaration

#### **E. Homeowners Open Forum**

Homeowners raised the following issues.

1. Signs posted along the trail that read "NO GO-PEDS." Since go-peds are no longer in use it was recommended that the signs be removed.
2. Request that monthly Board meeting agendas be posted on the website in advance of each meeting and that meeting minutes be posted sooner. The Board explained that meeting minutes are not approved until the following monthly meeting. For example, January minutes are approved at the February meeting and then get posted. The Board will review this policy and try to post minutes sooner.
3. An observation was made that we spent \$2,500 on the community swim team and only \$2,100 on activities offered for the whole community. This balance was questioned.
4. There were several technical questions on the budget presentation covering accounting procedures, reserve account contributions, cash flow, and dues.
5. The proposed declaration change regarding guidelines for changing homeowners dues. There were some suggestions for alternate procedures, other than those currently proposed. Homeowners were asked to submit their suggestions to the Board through the website or at a monthly meeting.
7. Discussion on Treasurer Morna Ikeda's seat on the Board. At the March 2015 monthly meeting, she informed the Board that she may be moving out of the neighborhood before her term expires. She stated that she would like to retain her seat and finish her term, but only if the Board approved. The Board reviewed the bylaws and found that it is permissible for someone who does not live within the community to hold a seat on the Board. At that meeting, the Board voted to allow Morna to retain her seat until the completion of her term. Some homeowners expressed opposition to this, wanted her to relinquish her seat, in favor of the candidates running for election at this annual meeting. The consensus was that since she still lives in the community, and has done an outstanding job as treasurer, there is no reason for her to step down at this time. She retains her position. If and when she moves, the Board will address the situation in accordance with the bylaws.

**F. Nomination of Directors**

The terms for Board members Tony DeMattia, Jared Spigner, and Jim Talbert expire at this meeting. The following homeowners were nominated for the three vacant positions: Tony DeMattia, Steven Fast, Scott Graff, and Paul Williams. The floor was opened for other nominees. Mike Wei was nominated and seconded. Each candidate was given an opportunity to address the audience. Nominee Scott Graff was not present. A motion was made, seconded and approved to close nominations.

**G. Appointment of Inspectors of Elections**

Homeowners Beth Bollerer, Ed Guy, and Chris Hines and volunteered to serve as Inspectors of Elections.

**H. Election**

Ballots and proxys were cast and votes were totaled by the Inspectors of Elections

**I. Announcement of Election Results**

The votes were cast as follows:

1. Paul Williams 91
2. Steven Fast 84
3. Tony DeMattia 74
4. Scott Graff 61
5. Mike Wei 4

Candidates Paul Williams, Steven Fast, and Tony DeMattia were elected to the Board.

**J. Adjournment**

A motion was made, seconded and approved to adjourn the meeting at 9:30 p.m. The May monthly meeting will be held at 7:00 pm on Thursday, May 21, 2014 at the Herndon United Methodist Church at 701 Bennett Street.

*Attachments follow.*

Submitted by Jim Talbert, Secretary

## Attachment 1

# F.C.P.D. NEWS AND INFORMATION

- NEWS AND INFORMATION UPDATES – FCPD DAILY NEWS BLOG:  
<https://fcpdnews.wordpress.com>
- FOLLOW US ON FACEBOOK:  
[www.facebook.com/fairfaxcountypolice](http://www.facebook.com/fairfaxcountypolice)
- FOLLOW US ON FACEBOOK:  
<https://twitter.com/fairfaxpolice>
- WHAT THE POLICE RESPONDED TO IN YOUR NEIGHBORHOOD:  
<http://www.fairfaxcounty.gov/policeevents>
- LEARN ABOUT CRIME STATISTICS IN FAIRFAX COUNTY:  
<http://fairfaxcounty.gov/police/crime/statistics>
- FCPD ON YOUTUBE:  
<https://www.youtube.com/user/fairfaxcountypolice>
- WATCH “ON THE BEAT”; OUR QUARTERLY NEWS PROGRAM:  
<http://fairfaxcounty.gov/police/newsroom/onthebeat.htm>
- WHY WAS THE POLICE HELICOPTER FLYING ABOVE:  
<http://fairfaxcounty.gov/police/helicopter>
- REPORT CRIMES ONLINE:  
<http://fairfaxcounty.gov/police/120413citizenreportingsystem.htm>

## Attachment 2

# Kingstream Community Council 2015 Annual Meeting

### COMMUNITY SAFETY AND APPEARANCE

- Community Appearance and Guidelines
  - Improved homeowner response to ARC violations.
  - Removed several dead trees from common areas including Sugarland Valley path.
  - Interfaced with Fairfax County about the maintenance of County drainage area near Kingstream Circle.
  - Invited local realtors to a Board meeting to discuss how to improve our home values.
  - 'Pipestem Policy Resolution' passed to clarify responsibility and maintenance roles for pipestem signs, driveways and mailboxes. (January 2015)
  - Architectural Guidelines updated. (February 2015)
  - **Spring Inspection Reminder (items commonly cited)**
    - Trash receptacles stored in view of the street,
    - Landscape materials (bagged mulch etc.) stored in view of the street,
    - Mailboxes in need of straitening or repair,
    - Wood trim, doors or shutters in need of fresh paint,
    - And driveway in need of repair.
  
- Community Safety
  - A representative from Supervisor Foust office and an officer from Fairfax County spoke at May 2014 Board meeting to discuss crime prevention and neighborhood safety.
  - Increased police patrols in Spring and Fall 2014.
  - New community signs at tot lots posted for increased safety.
  - Multiple arrests have reduced illegal activity.
  
- Recent Safety Issues
  - Skateboarding in the streets.
  - Car and house eggings.
  - Auto and garage break-ins.
  - **For all: Call Fairfax County Police Non-Emergency Line (703-691-2131).**

## **COMMUNICATIONS AND ACTIVITIES**

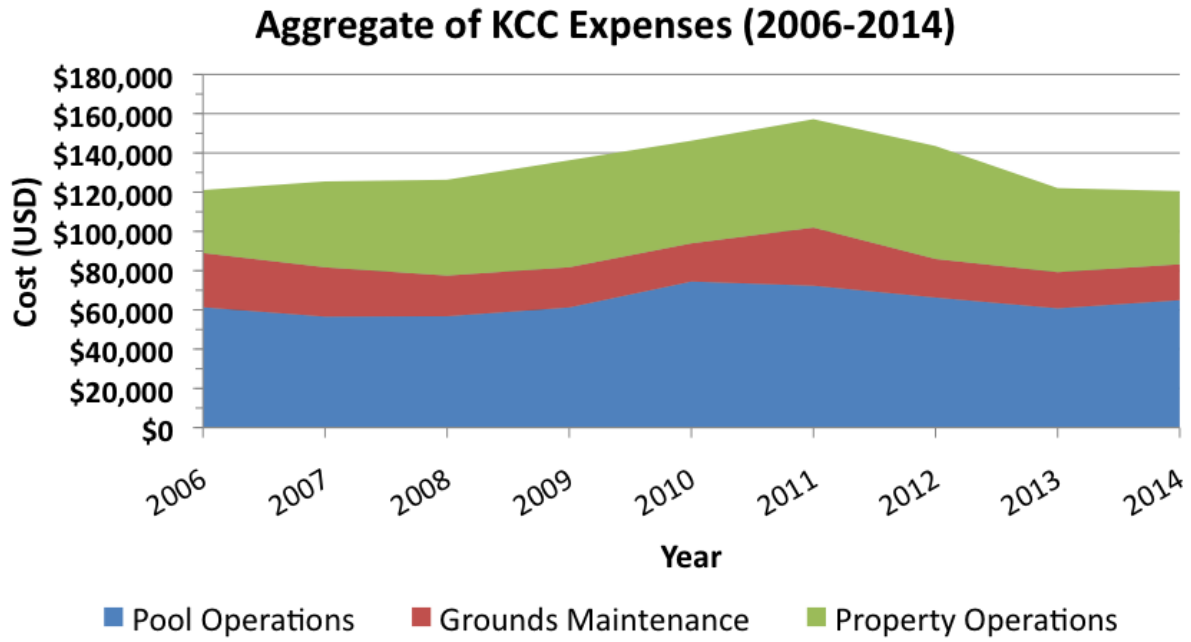
- Welcomed nine new neighbors to Kingstream.
- Communications
  - Increased informational content to the community's website: [www.kccherndon.org](http://www.kccherndon.org)
  - Revived the Kingstream Communicator quarterly newsletter; sent out two hard copy newsletters.
  - Moved newsletter over to an email format; sent out a variety of timely news items as well as one email monthly newsletter
  - Initiated effort to increase the number of collected homeowner's email addresses so that email news can be more widely disseminated
  - Started a Facebook page for the community: [www.facebook.com/kccherndon](http://www.facebook.com/kccherndon)
  - Increased overall communication efforts between the Board and the community
  - Conducted a community-wide online survey regarding the community's opinions on building out the pool clubhouse to include a community room, as well as several pool issues and analyzed the results of the survey.
- Activities
  - Organized seven community activities: Memorial Day Pool BBQ, Outdoor Movie Night, Labor Day Pool BBQ, Dog Swim, Halloween Yard Decorating Contest, Holiday Yard Decorating Contest, and Chili Cook Off
  - Finalized 'Agreement' letter with Kingstream Kahunas Swim Team to govern pool usage.
  - Contributed \$2,500 to Kingstream Kahunas Swim Team.

## **RECREATIONAL AND COMMON AREAS**

- Installed trash can for convenience at the tennis court (per homeowner request).
- Replaced the Kingstream Circle playground.
- Full Pool House renovation and Pool upgrades.
  - Pool House: new floors, doors, stall dividers, fresh paint, new guard desk and counters, surveillance system, etc.
  - Upgraded pool lighting.
  - Purchased new basketball hoop for the pool.

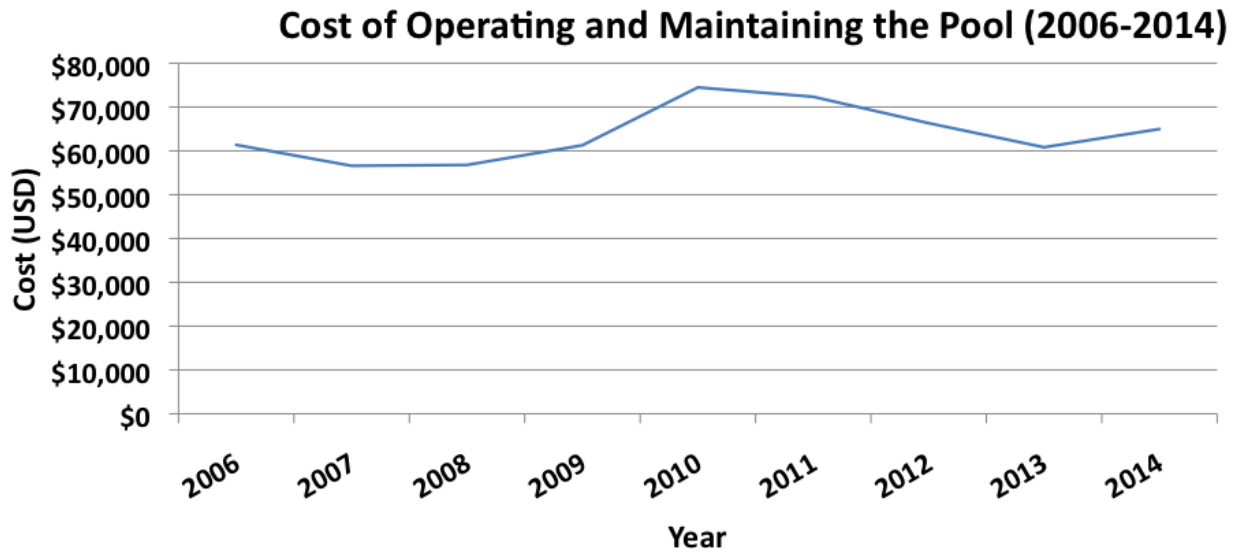
**FINANCIAL**

Overall, expenses have been well contained in the past five years.



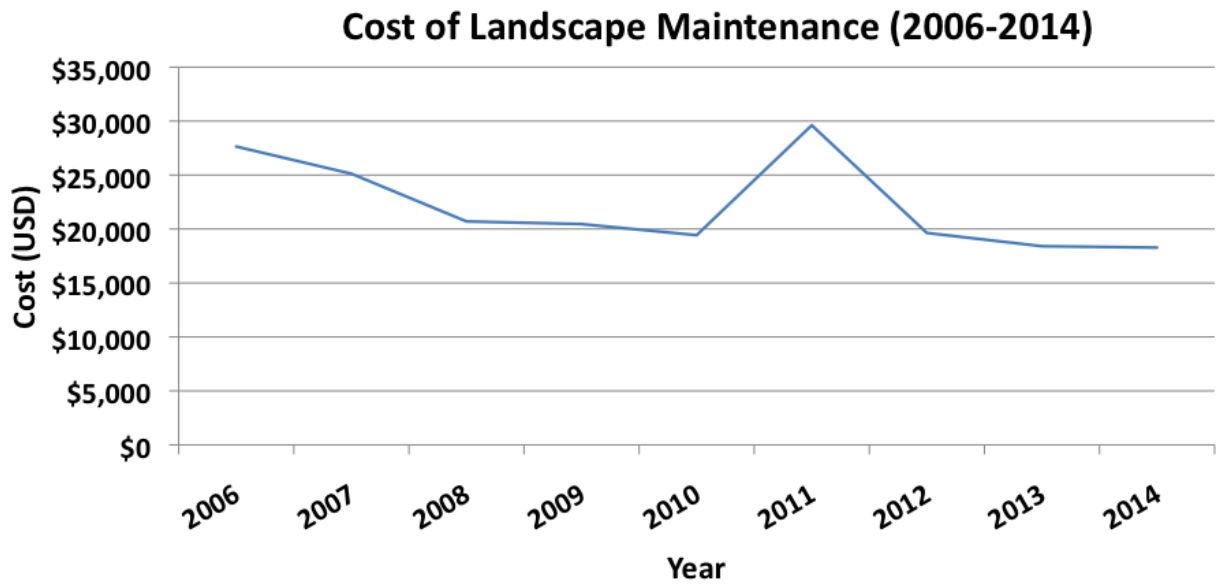
Pool costs have been well contained.

- 2014 Pool Operating Cost: \$643/day
- Preventative maintenance increased.
- Entered three-year contract with pool management company (2013, 2014, 2015).



Landscaping Maintenance costs have been successfully contained.

- Contractor changed for more cost-effective vendor.
- Entered two-year contract with landscaping company (2015, 2016).



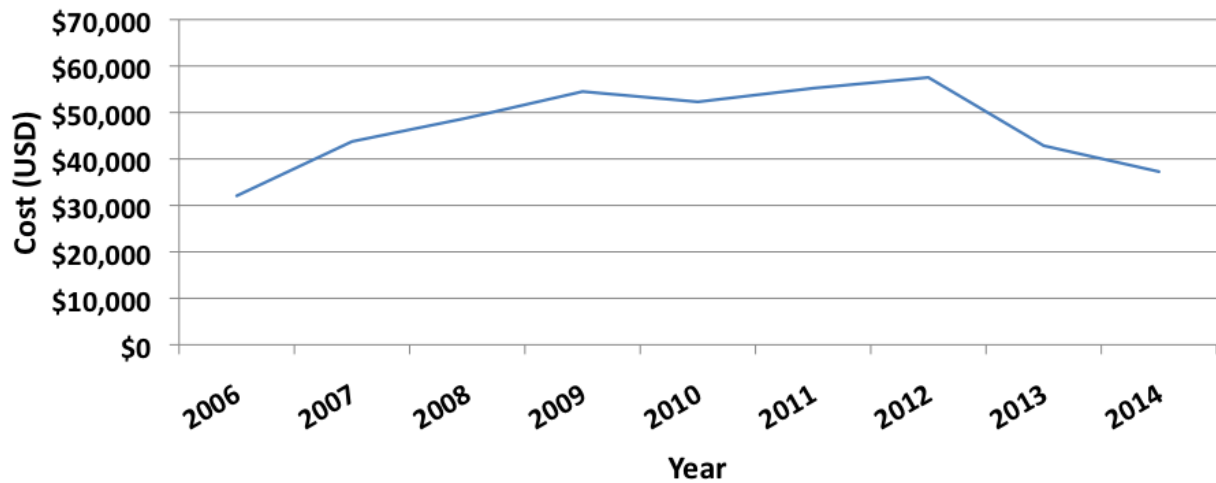


Operating HOA costs (Audit, Legal, Prop. Mgmt) have been reduced.

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- Contract entered with Property Manager, Lisa Cornaire, through 2017.
- More prudent use of legal counsel.
- Changed insurance carrier.

### Cost of Operating the Grounds and Community (Insurance, Licenses, Professional Fees; 2006-2014)

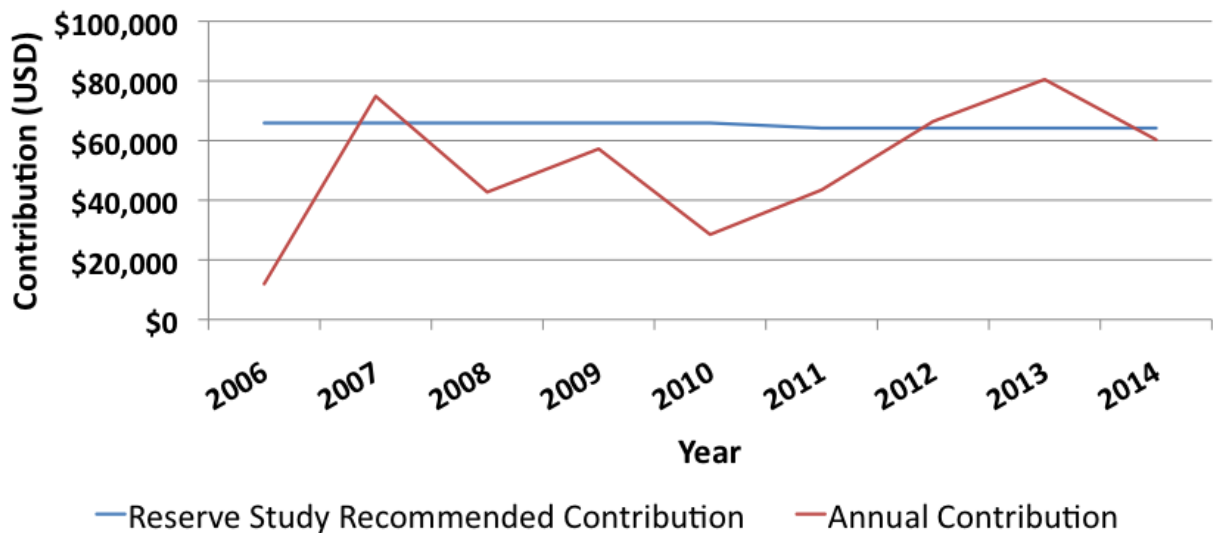


Increased savings in last four years.

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- Last five years: we saved \$279k vs target \$325k.
- Last four years: average annual savings was \$62k vs target \$65k.
- Total Reserve balance at the end of 2014: \$439k vs target \$460k.

### Annual Reserve Contribution (2006-2014)



## **2014 RESERVE SPENDING**

- **Total Spending: \$83k**
  - Pool House Renovation: \$47k
  - Kingstream Tot Lot Replacement: \$32k
  - Tennis Court and other: \$4k
  
- **Pool House Renovation: \$47k**
  - Scope: outside doors, concrete landing, building floors, guard desk, toilet stall doors, shower stalls
  - Building built in 1989
  - 2005 prior renovations done
    - toilet and shower partitions, tile upgrades, roll-up door, windows, front counter, building vinyl siding and soffits, and roof
  
  - Self-managed project: saved \$10k - \$20k
  - Expected useful life to be 25 years.
  
- **Kingstream Tot Lot Replacement: \$32k**
  - Old unit damaged by vandalism.
  - Prior unit installed in 1999; \$10k slide and maintenance in 2012.
  - Prior unit 16 years into a 20-year life.
  - Asset partially Reserved: \$17k saved of \$24k estimated replacement cost.
  
  - New unit cost: \$32k
  - Cost difference of New unit and Reserve savings (\$32k - \$17k), \$15k, requires additional Reserve savings in the future.
  
- **Summary**
  - Total Replacement cost: \$816k
  - Current 2014 Reserve Balance: \$439k
  - Reserve Study Required by 2014: \$460k

## **DUES INCREASE PLAN**

- New Reserve Study planned to be completed by end of 2015.
- Use 2015 Reserve Study results to help determine dues for future year.

## **AMENDMENT TO DECLARATION**

### Current Method

- Dues increase determined by quorum homeowner meeting vote.
- Dues increase is non-formula based and uncapped. (Ex: last increase was raised to \$480 from \$300 in 2007.)

**GOAL: Increase dues from community when expenses have been permitted to exceed income. In practice, prior boards have avoided homeowner dues increase meetings and elected to NOT contribute to Reserve savings, resulting in underfunded Reserves.**

### Proposed Amendment to Declaration

- Dues increase voted by Board with community notification.
- Dues increase is formula based. Increase set at COLA or 8% (whichever is lower). (Ex: 2014 COLA returns a \$10 dues increase.)

**GOAL: Check Board spending and maintain prudent fiscal practices.**

*Thank you for your support and participation,*

*Your 2015 Kingstream Community Council  
Board of Directors*